

Garrett Park Archives Committee

Inaugural Meeting

January 17, 2011

Attending: Charlie Snyder, Marian Green, Kay Hager, Jim Agenbroad, Nancy Walz, Jack Mandel - council liaison

Agenda

1. Election of Chairman and Secretary
2. Fund raising, hiring archival clerk
3. Areas of responsibility
 - A. Funding, hiring
 - B. Facilities, security
 - C. Research rules
 - D. Community outreach
 - E. Other
4. Early activities
 - A. Town Hall Presentations
 - B. Open house
 - C. Archival material solicitation
 - D. New oral histories
 - E. Other

Minutes

Charlie Snyder elected as chairman for 3 months

Nancy Walz elected as secretary.

The inaugural meeting started out discussing how to hire/fund an archives clerk and how to pay for archive materials or equipment. There was \$5K from 2010 Town budget initially allocated to Archives but then apparently reallocated to another area. At Council work session end of February, Jack will raise Archive issues but warned that budget is very tight and funding for a clerk position is highly unlikely this year. Lots of concern voiced that it's been a year since a clerk has regularly maintained the archives and we're losing ground keeping them organized. Boxes of tapes should be sent off to be transcribed, among other things.

Donations: If we can't expect the Town to fund a position, how to seek donations to pay for supplies, equipment, etc? Jack and Charlie will meet with Ted Pratt to discuss structure (set up 501C?) and process needed for Archives committee to receive donations that are tax deductible. Nancy W. and others will research grants available.

Review Glenda's report on how neighboring towns handle their archives. Kay will look into donations from businesses. We could set up meeting with politicians like Jenny Forehand, Luis Simmons, and Kumar Barve who may know funding sources. Acknowledge archival donations each time a family contributes by a mention in the Bugle. Physical environment: this is primary concern.

Invite Alix Levy to next meeting and pass around her report on climate control recommendations. Request Town to empty trash and change dehumidifier on a regular basis. Augment the Archives: Solicit archive materials from town residents at Open House, at Town Hall presentations, in Bugle. Oral history interviews: invite residents to be interviewed, especially senior citizens. May need to purchase digital audio recorder. Check out Montgomery Co. Access Cable (?) studio in Kensington's Armory to videotape interviews. Train interviewers;

draft basic interview questions.

Three Month Plan

A. Make the Archives Room visible

Hold 2 Open Houses, coordinated with: GIVES on Sat. March 5th (Marian, Nancy, Kay)

Future: Art reception or regular mail day

B. Use Archives material

3 monthly programs at Town Hall (Marian):

Jan 23, 2pm: Depression

Feb 27: Nuclear Free Zone

Mar 27: 60=s and 70=s

Follow up with materials in glass case in P.O.

C. Review Ad Hoc Committee=s report for specific actions (Charlie will distribute it.)

D. Develop job descriptions: paid clerk, volunteers, interns (Jim will write draft.)

Next meeting: MONDAY, MARCH 7, 7:30 @ MARIAN=S